

Montgomery County Maryland Department of Liquor Control

AccessMCG Access and Registration For Licensees

Spring 2014 DLC/ERP Oracle Implementation



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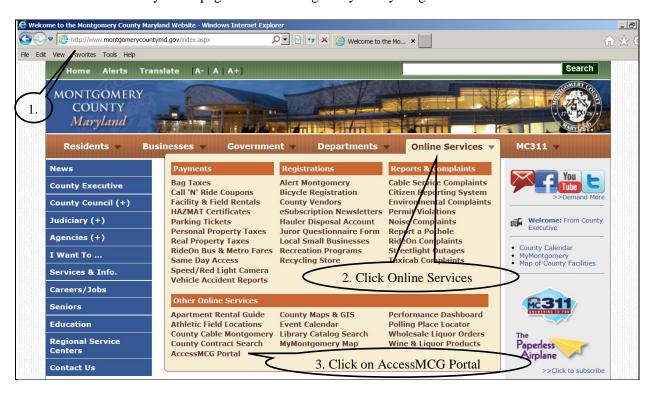
1. Introduction

As users of the Counties new iStore application, access to MCG must first be obtained. Moving forward, accessing iStore will be done through what we call the "AccessMCG Portal". You will use your email address as your Username and a password created within the AccessMCG environment to access iStore in the future.

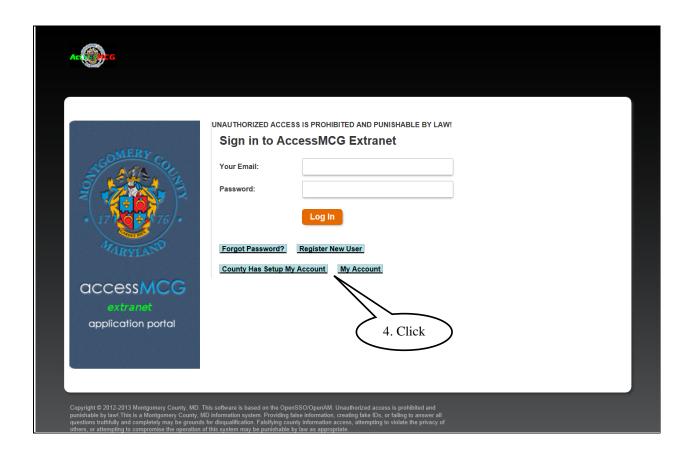


2. Accessing AccessMCG

1. Proceed to the County home page at www.montgomerycountymd.gov.





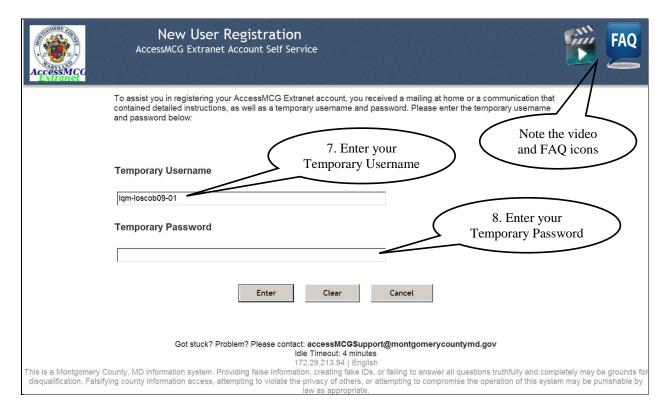






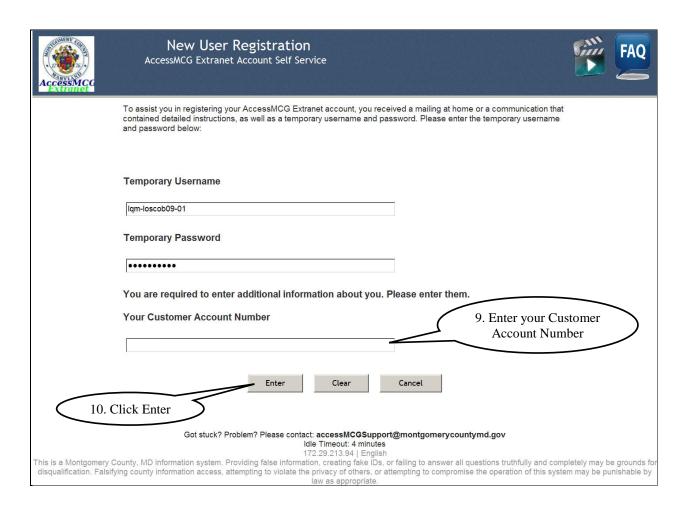
Note: Clicking the Play button will speak the code if necessary.



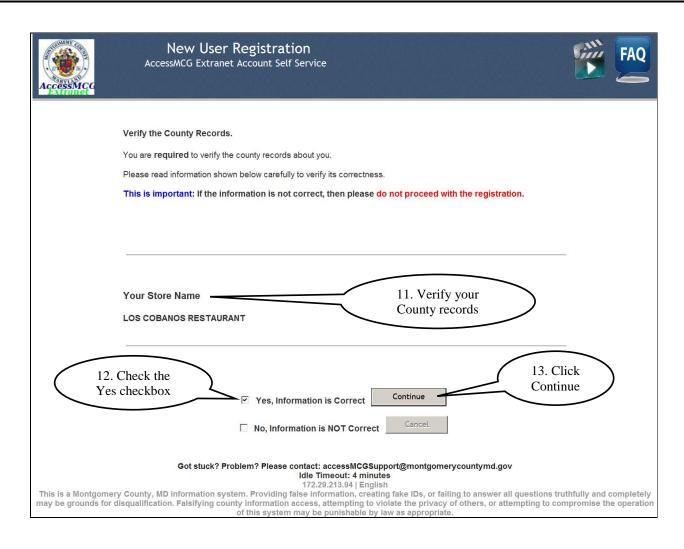


Note: Clicking in the Temporary Password field displays the "Your Customer Account Number" field.

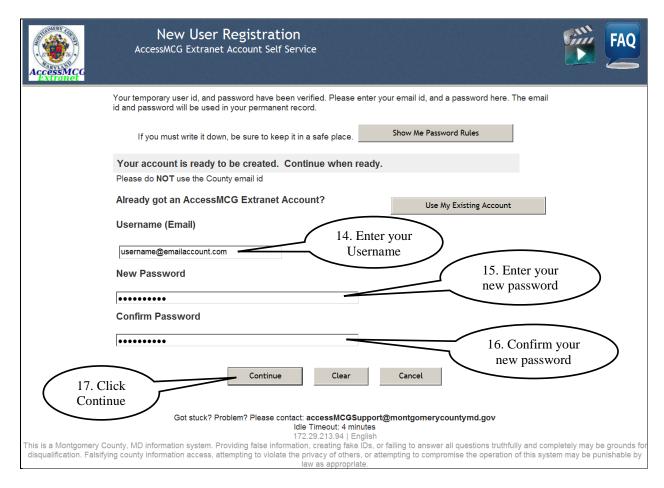










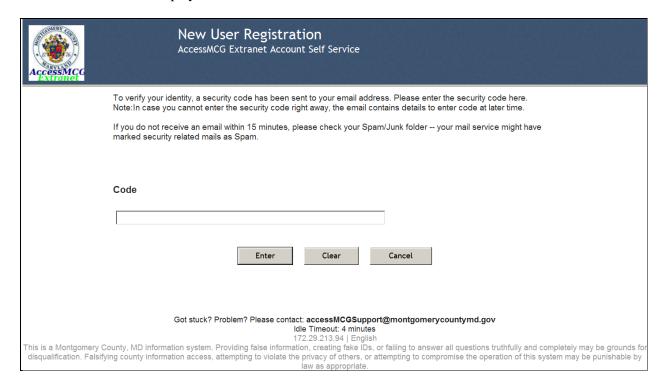


Note: Review the messages discussing the Username and password as the information is entered.

After clicking the Continue button, your information is submitted to the County. At this point, the code required on the following page is being sent to the email address you specified above. Please be patient while this code is being generated and sent to your email.



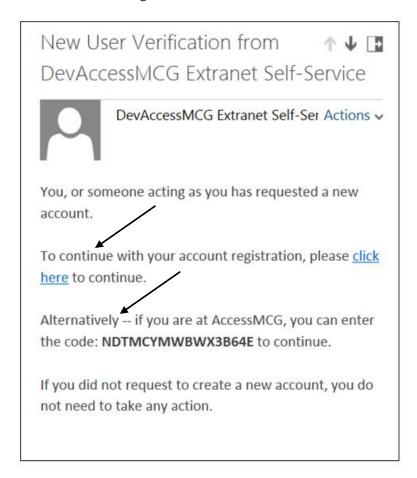
The screen below will display:



At this point, a security code has been sent to your email address to verify your identity. Review this message in your email now.



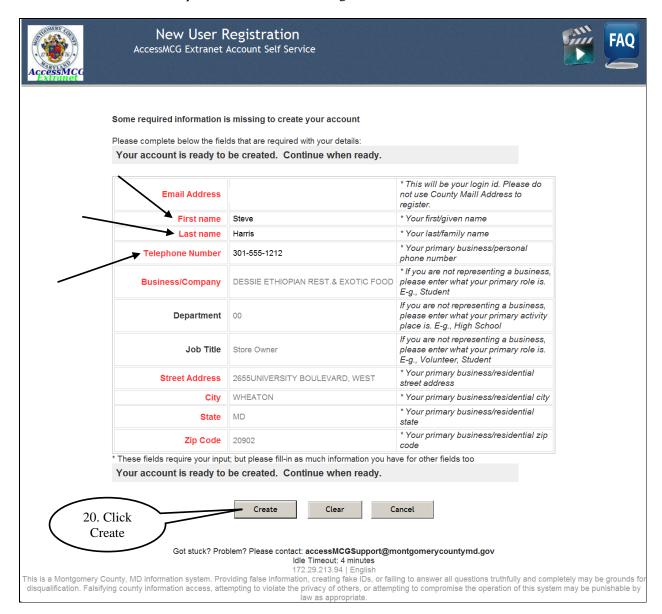
Note the two options below for continuing.



18. For purposes of this document, the "click here" option was chosen. The identity verification screen will display again and should be completed as done previously.

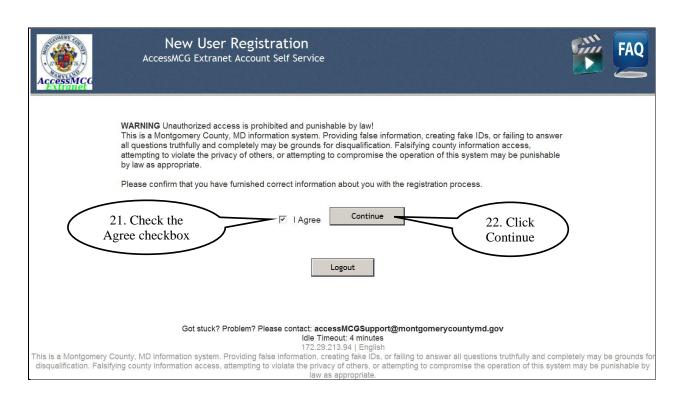


19. Enter the information required in the New User Registration screen shown below:



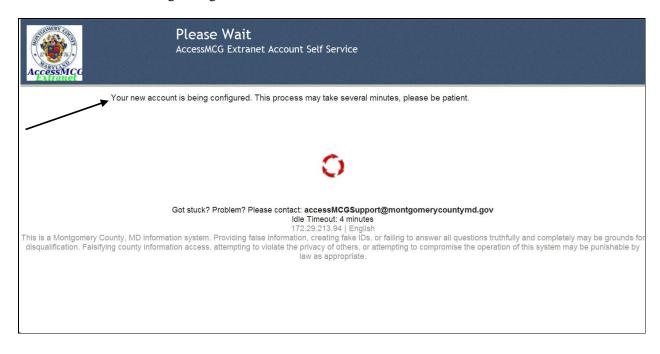
Note: The "Department" field above does not pertain to you and can be left blank.







Your new account is being configured.



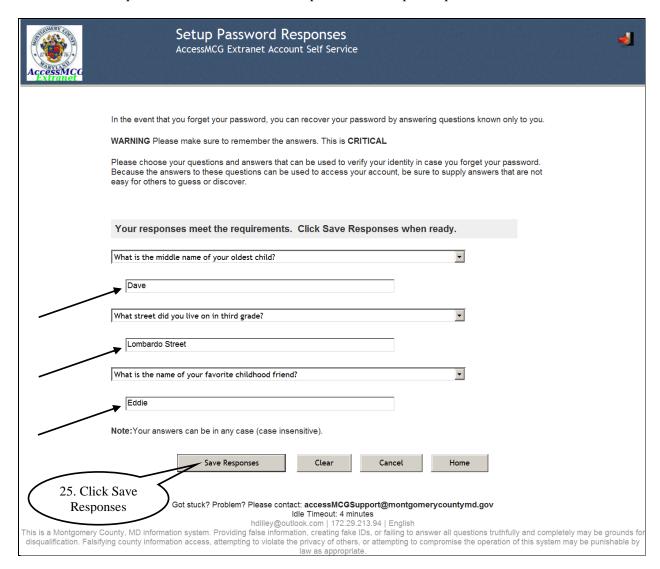


Your new user account has been successfully created.





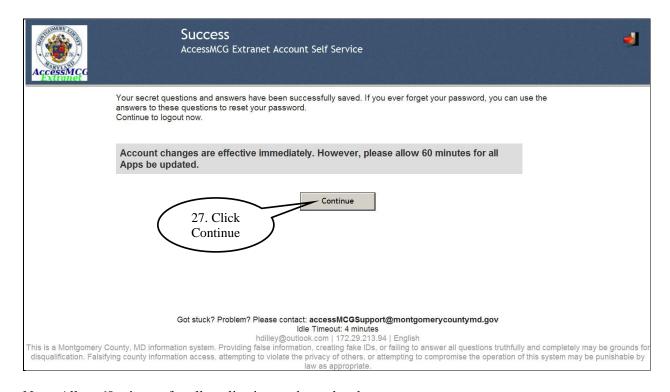
24. Provide the required answers to the three Setup Password Response questions below:





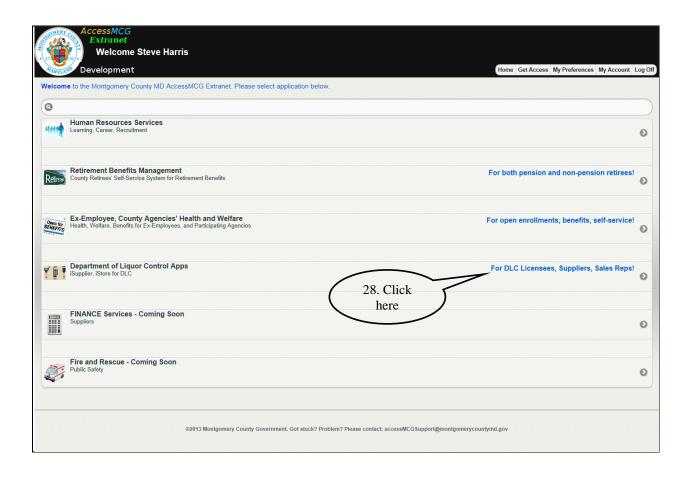




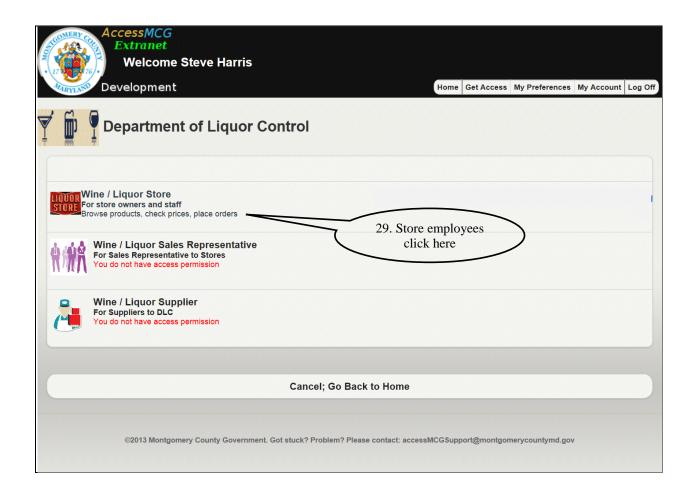


Note: Allow 60 minutes for all applications to be updated.











The Oracle screen below will display. Once registered, a link to iStore will be available.

